



MIAMI BEACH

Announcement of Open Position

FINANCIAL ANALYST II **Building Department**

\$2,404.40 BI-WEEKLY SALARY

Open: 12/15/2008 8:30 A.M.

Close: 01/02/2009 5:00 P.M.

NATURE OF WORK

This is advanced, responsible, financial analysis work. Employees in this classification are assigned specific responsibility for one or more departmental functions.

Work involves financial analysis, reporting and problem solving. General supervision is received from an administrative superior who reviews work for conformity with established financial, administrative, and departmental policies and attainment of desired objectives, through conferences and review of reports.

MINIMUM REQUIREMENTS (Must meet all in order to qualify)

- Graduation from an accredited college or university with a Bachelor's degree in Public/Business Administration, Finance, Accounting or a related field
- Two (2) years experience monitoring and ensuring compliance with local, state, and federal government grants. Work will be highly independent.

PREFERENCES

- Experience working with government, personal computers (including good working knowledge of Lotus 1-2-3)
- Development of operating systems and procedures
- Experience can substitute for education on a year for year basis.

TO APPLY

Please fill out and submit an application through the following ways:

E-MAIL: Applications can be downloaded and printed out from the City's website www.miamibeachfl.gov
And then e-mailed to: jobs@miamibeachfl.gov

IN PERSON: Monday through Thursday, 8:30 a.m. – 5:00 p.m. (EXCLUDING HOLIDAYS),
Miami Beach City Hall, Human Resources Department, 3rd Floor

BY MAIL: Miami Beach City Hall
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139

(Mailed applications should be received by the closing date specified on the job announcement)

FAXES NOT ACCEPTED. Due to the volume of applications we are unable to verify the status of your application. We are only able to verify receipt of the application. Interviews are conducted by the hiring department. Interviews are not guaranteed to any applicant. Applications will be valid for one year from the closing date of recruitment.

CLASS NO: 1154

EOE/AA/ADA/VET PREF

UC NO: **08-UO-1-463**